



# CITY OF BROOKLYN

7619 Memphis Avenue, Brooklyn, OH 44144  
Phone 216-351-2133 Fax 216-351-5800

## SIGN APPROVAL

FEE \$ 75.00

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sign Location Address: \_\_\_\_\_

Parcel # \_\_\_\_ - \_\_\_\_ - \_\_\_\_

We, (I), the undersigned, do hereby respectfully request approval of the plans as submitted.  
(Please PRINT or TYPE).

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant E-Mail: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Number of Signs: \_\_\_\_\_

Zoning District: \_\_\_\_\_

\*\*\*\*\* DO NOT WRITE BELOW THIS LINE \*\*\*\*\*

Application#: \_\_\_\_\_ DOCKET NO: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ MEETING DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

BUILDING DEPARTMENT COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

VARIANCE REQUIRED: YES / NO

VARIANCE REASON:

\_\_\_\_\_  
\_\_\_\_\_

**CONSENT TO AND APPROVAL OF  
PLANS FOR SIGNAGE IMPROVEMENTS UPON  
PREMISES TO BE MADE BY OTHER  
THAN THE PROPERTY OWNER TO  
ANY AND ALL NECESSARY BOARDS**

Submittal for Sign Review:

1 Set of drawings: 11x17

1 Set electronically submitted to [dneal@brooklynohio.gov](mailto:dneal@brooklynohio.gov)

Consisting of the following:

- 1) A site plan showing buildings, driveways, and freestanding signs.
- 2) Elevation drawings of buildings for wall signage.
- 3) Detail drawings of signage.
- 4) Colored rendering.
- 5) Any other information as may be requested.

**Owner sign off**

\_\_\_\_\_(name of Entity or person) owner of the real property located  
at \_\_\_\_\_(street address)in the City of Brooklyn does hereby  
acknowledge reviewed the building plans submitted to the City of Brooklyn  
by \_\_\_\_\_(name of entity or person) which proposes the following (Describe nature of  
proposed improvement, construction, alteration, addition and/or installation).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ and hereby consent and approval same.

\_\_\_\_\_  
Signature of Property Owner